Approved For Release 2001/07/16 : CIA-RDP80-00679A000100020068-1

TAB

Approved For Release 2001/07/16 : CIA-RDP80-00679A000100020068-1

Approved For Release 2001/07/16 : CIA-RDP80-00679A000100020068-1

SECRET
Security Information

22 May 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 37-53

SUBJECT: Reassignment Actions Involving Transfers To or From Unvouchered Funds

RESCISSIONS: Personnel Director Memorandum No. 29-53, Personnel Actions Involving Transfers To and From Unvouchered Funds, dated 5 May 1953, and Supplement 1 thereto, dated 12 May 1953

1. Effective 7 June 1953, personnel actions involving transfers of Staff Employees to or from unvouchered funds, except as otherwise provided in the following paragraphs, will be processed in the same way that they would be processed if no funds transfers were involved, i.e., as regular reassignment (including promotion and change to lower grade) actions. However, Staff Employee—

25X1A

25X1A [redacted]

2. Except as specified in subparagraphs a and b, below, Requesting Offices will initiate requests for reassignment actions (including promotion and change to lower grade actions) which involve employee transfers to or from unvouchered funds in accordance with existing instructions applicable to reassignment actions, i.e., the unvouchered position will appear on one side of the SF-52 (TO or FROM) and the vouchered position will appear on the opposite side.

a. Existing instructions notwithstanding, an original and four copies of the request (SF-52) will be prepared in all cases involving employee transfers to or from unvouchered funds. One copy will be retained by the Requesting Office and the original and remaining copies will be forwarded to the Personnel Office.

b. Existing instructions notwithstanding, in all cases involving employee transfers to or from unvouchered funds Requesting Offices will type a notation under Item A, Remarks, exactly as follows: "Transfer TO Vouchered Funds FROM Unvouchered Funds" OR "Transfer TO Unvouchered funds FROM Vouchered Funds", as appropriate.

3. The Transactions and Records Branches, when processing personnel actions involving employee transfers to or from unvouchered funds, will:

a. In all cases, immediately upon receipt of the SF-52 from the Requesting Office, forward two copies to the Security Office for concurrence.

b. In those cases in which the action is submitted in contemplation of the employee's departure TO an overseas location, initiate and forward to the Medical Office one copy of Form No. 37-115, Request For Medical Examination.

Approved For Release 2001/07/16 : CIA-RDP80-00679A000100020068-1

Approved For Release 2001/07/16 : CIA-RDP80-00679A000100020068-1

c. In all cases, the SF-50, Notification of Personnel Action, will be used to effect the action. Items 8 through 12 applicable to the UNVOUCHERED position will be omitted on copies to be distributed to the Fiscal and Budget Divisions. In lieu thereof, the words UNVOUCHERED POSITION will appear on the appropriate side of the action. As in the [redacted] 25X1A

The effective date of the action will be preceded by the initials "b.o.b." and will be the day on which the employee's transfer to the new payroll (V or UV, as the case may be) becomes effective. The day preceding the effective date of the action will be the employee's last day on the old payroll.

d. Include on the SF-50, under Item 21, Remarks, the notation relative to the transfer of funds appearing under Item A, Remarks, on the SF-52.

e. Classify all copies of the SF-50 "Secret" (except CSC copy)

f. Distribute the SF-50 as follows:

COPY #	PRINTED DESIGNATION	DISTRIBUTION
1.	Employee Copy (Delete Designation)	Machine Records Branch
2.	Payroll Copy	Fiscal Div. via Budget Div.
3.	Civil Service Commission's Copy	CSC File
4.	Personnel Folder Copy	Personnel Folder
5.	Chronological Journal File Copy	Chrono File
6.	Undesignated Copy	Budget Division
7.	Undesignated Copy	Finance Division
8.	Undesignated Copy	Destroy

g. Forward one copy of the SF-52 to the Requesting Office, in lieu of the SF-50, as notification of the official personnel action.

4. Pending revision of the "Instructions For Preparing and Processing Standard Form 52, Request for Personnel Action", Transactions and Records Branches should communicate this information informally to Administrative and Personnel Officers of operating offices.

5. This procedural change has been concurred in by the Medical Office, the Security Office, and the Comptroller.

[redacted] 25X1A9a

Acting Personnel Director

Approved For Release 2001/07/16 : CIA-RDP80-00679A000100020068-1